

Approved For Release 2001/04/10 : CIA-RDP80-01240A000200110031-5

OFFICE OR STAFF DDI - OFFICE OF RESEARCH AND REPORTS				OFFICE CODE NO P	APPROVAL DATE 1 APR 1965	CONTROL NUMBER 330	PAGE 1 OF 1 PAGES		
DELETIONS				ADDITIONS					
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	REMARKS	
<u>DEPARTMENTAL</u> <u>OFFICE OF THE ASSISTANT DIRECTOR</u> <u>ADMINISTRATIVE STAFF</u>									
Adm. Assistant	GS-79	1613 (1)	SP	Adm Assistant	08-0341.02-09	1613 (1)	SP C 0441ED	4/10/71	
25X9A2				Per memorandum request from Chief, Administrative Staff, O/DD/I, dated 25 March 1965.					
Current Ceiling -									
30	38	06							
22	21	06							
STAFFING COMPLEMENT TOTALS				APPROVAL					
No change in totals as of 26 March 1965.				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY Signature Chief, Salary and Wage Division					
STAFFING COMPLEMENT CHANGE AUTHORIZATION									

SF

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OFFICE OR STAFF			OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER		PAGE	OF	2 PAGES
DELETIONS				ADDITIONS					
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	REMARKS	
<u>OFFICE OF CENTRAL REFERENCE</u> (C# 306)				Same as DELETIONS side					
<u>OFFICE OF THE ASSISTANT DIRECTOR</u>									
<u>ADMINISTRATIVE STAFF</u>									
<u>BUDGET AND FISCAL BRANCH</u>									
Budget Fiscal Of (Ch) GS-13	1596 (1)	ID	✓Budget Fiscal Of (Ch)	GS-0510.11-13	1596 (1)	SF	C 0841EA		
Budget Officer GS-11	922 (1)	ID	✓Budget Officer	GS-0560.01-11	922 (1)	SF	C 0841EA		
Finance Assistant GS-09	1597 (1)	ID	✓Finance Assistant	GS-0510.16-09	1597 (1)	SF	C 0841ED		
<u>NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER</u>				Same as DELETIONS side					
<u>OFFICE OF THE ASSISTANT FOR ADMINISTRATION</u>									
<u>MANAGEMENT SERVICES STAFF</u> (C# 303)									
<u>BUDGET AND FINANCIAL ANALYSIS BRANCH</u>									
Budget Fiscal Of (Ch) GS-13	264 (1)	IP	✓Budget Fiscal Of (Ch)	GS-0510.11-13	264 (1)	SF	C 0441EA		
Budget Fiscal Of GS-12	209 (1)	IP	✓Budget Fiscal Of	GS-0510.11-12	209 (1)	SF	C 0441EA		
Budget Assistant GS-09	267 *1	IP	✓Budget Assistant	GS-0560.02-09	267 *1	SF	C 0441ED		
<u>OFFICE OF RESEARCH AND REPORTS</u> (C# 308)				Same as DELETIONS side					
<u>OFFICE OF THE ASSISTANT DIRECTOR</u>									
<u>ADMINISTRATIVE STAFF</u>									
<u>BUDGET AND SERVICES SECTION</u>									
Adm Officer GS-12	1418 (1)	IR	✓Adm Officer	GS-0341.03-12	1418 (1)	SF	C 0441EA		
Budget Assistant GS-09	964 (1)	IR	✓Budget Assistant	GS-0560.02-09	964 (1)	SF	C 0441ED		
Adm Assistant GS-09	1613 (1)	IR	✓Adm Assistant	GS-0341.02-09	1613 (1)	SF	C 0441ED		
STAFFING COMPLEMENT TOTALS				APPROVAL					
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.					
SIGNATURE						TITLE			
STAFFING COMPLEMENT CHANGE AUTHORIZATION									

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OFFICE OR STAFF		OFFICE CODE NO.		APPROVAL DATE		CONTROL NUMBER		PAGE <u>2</u> OF <u>2</u> PAGES	
DELETIONS				ADDITIONS				REMARKS	
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD		
OFFICE OF OPERATIONS (C# 302)				Same as DELETIONS side					
<u>DEPARTMENTAL</u> <u>ADMINISTRATIVE STAFF</u> <u>BUDGET, FINANCE AND SERVICES UNIT</u>			FOIAb3b	Budget Officer	GS-0560.01-11	1013 (1)	SF	C 0141EA	
Budget Officer	GS-11	1013 (1)	IOB						
STAFFING COMPLEMENT TOTALS				APPROVAL					
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.					
				SIGNATURE		TITLE			
STAFFING COMPLEMENT CHANGE AUTHORIZATION									

TRANSMITTAL SLIP		DATE
TO: Director of Finance		
ROOM NO.	BUILDING	
203	South	
REMARKS:		
<p>Mr. [REDACTED]</p> <p>Please check these carefully on SF section</p> <p><i>[Handwritten signature]</i></p>		
FROM: Executive Officer to the DD/S		
ROOM NO.	BUILDING	EXTENSION
7D24	HQ	6535
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	★ GPO : 1957—O-439445 (47)

25X1A9a

8 MAR 1965

MEMORANDUM FOR : Chief, Administrative Staff, Office of the DD/I
SUBJECT : Redesignation of Support Positions
REFERENCE : Memo dtd 15 Nov 64 to ExDir-Compt and Dep Directors
 from DDCI, subj: Staffing Support Positions

1. Agreement has been reached in accordance with the provisions in reference to change the service designation of the following positions in DD/I as indicated:

a. To S (Support)

25X1A6a

0/DD/I/Admin Stf	Admin Off	GS-15
0/DD/I/Admin Stf	Admin Off	GS-12
0CI/Admin Stf	Admin Off (Ch)	GS-13
0CI/Admin Stf	Admin Off (DCh)	GS-12
00/CD/Admin Stf	Admin Off	GS-13
00/CD/Admin Stf	Admin Off	GS-11
00/CD/Admin Stf	Admin Asst	GS-09
00/	Admin Off (DCh)	GS-13
00/	Admin Asst	GS-11
00/	Admin Asst	GS-09
00/	Admin Asst	GS-09
MPIC/Support Stf	Admin Off (Ch)	GS-14
CMS/0/Chief	Admin Off (Ch)	GS-12
OMI/0/Asst Dir	Admin Off (Ch)	GS-11
OMI/0/Asst Dir	Admin Asst	GS-09
OCR/0/Asst Dir	Admin Off (Ch)	GS-14
OCR/Admin Stf	Adm Ser Off	GS-12
OCR/Admin Stf	Adm Ser Asst	GS-09
OMR/0/Asst Dir	Admin Off	GS-12
OMR/Admin Stf	Admin Off (Ch)	GS-15
OMR/Admin Stf	Admin Off (DCh)	GS-14

b. To SF (Finance)

FOIAb3b1

[REDACTED]	Budget Off	GS-11
MPIC/BAP	BAP Off (Ch)	GS-13
MPIC/BAP	BAP Off	GS-12
MPIC/BAP	Budget Asst	GS-09
OCR/Admin Stf	BAP Off (Ch)	GS-13
OCR/Admin Stf	Budget Off	GS-11
OCR/Admin Stf	Finance Asst	GS-09
ORR/Budget	Admin Off	GS-12
ORR/Budget	Budget Asst	GS-09
ORR/Budget	Admin Asst	GS-09

c. To SL (Logistics)

MPIC/Log	Adm Ser Off	GS-12
MPIC/Log	Contract Sup Asst	GS-09

d. To SP (Personnel)

FOIAb3b1

OCI/Admin Stf	Admin Off	GS-11
[REDACTED]	Personnel Off	GS-11
OCR/Admin Stf	Personnel Off	GS-12
OCR/Admin Stf	Personnel Off	GS-12
ORR/Admin Stf	Personnel Off	GS-12

e. To ST (Training)

MPIC/Support Stf	Trng Off (Ch)	GS-13
MPIC/Support Stf	Trng Off	GS-12
ORR/Admin Stf	Trng Asst	GS-09

2. Decision has been reserved on five positions identified by the Salary and Wage Division, Office of Personnel as being administrative in nature, since your office has not concurred in changing their service designations. These positions are:

a. DD/I/Admin Stf	Asst to DD/I-Admin	SG
b. OCI/O/Asst Dir	IO (Gen) (Ex)	GS-15
c. OO/CD/O/Chief	IO (Gen)	GS-14
d. MPIC/Asst for Admin	Asst for Admin	SG
e. [REDACTED]	Admin Off (Ch)	GS-14

FOIAb3b1

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3. The Salary and Wage Division, which initiated the survey that resulted in the identification of the positions listed above, also identified positions in certain other categories such as those involving courier functions and activities connected with records administration. We believe that further study of these categories of positions should be made before proposals for redesignation are acted upon--especially since there are within these groups many positions encompassing multiple functions, some of which are not in the administrative area. The Director of Personnel has been requested to initiate a study to determine the appropriate designation of positions in these categories.

25X1A9a



Executive Officer to the
Deputy Director for Support

cc: Director of Finance
Director of Logistics
Director of Personnel
Director of Training

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	X CONFIDENTIAL	X SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
25X1A	TO	NAME AND ADDRESS	DATE
	1	[REDACTED]	[REDACTED]
	2		
	3	[REDACTED]	
	4		
	5		
25X1A	6	[REDACTED]	
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	X INFORMATION	SIGNATURE
	<p>Remarks: Memorandum from EO-DDS dated 8 Mar. 1965 showed position no. 1613, GS-09 Adm. Asst., ORR, to be transferred to SF Career Service. Form 261, Staffing Complement Change Authorization, was put through on 16 Mar. 1965* established this job as SF.</p>		
25X1A	<p>Attached Form 261 dated 1 April changes the designation of that position from SF to SP per instructions from C/Adm. Staff, O-DDI dated 25 March 1965.</p>		
25X1A	<p>[REDACTED] was in this job when the change was made and at that time believe a discussion was held with [REDACTED] re ORR objecting to this position being proposed for transfer to SF Career Service. Evidently ORR won.</p>		
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Adm. Officer-O/Finance [REDACTED]			4/16/65
	UNCLASSIFIED	X CONFIDENTIAL	X SECRET

FORM NO. 237 Use previous editions
2-61

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